



State of Utah Violence in the Workplace Prevention, Response and Intervention Strategies Training Standards

This document provides the minimum acceptable standard for Violence in the Workplace Prevention (VWP) Training for the State of Utah.

1.0 Violence in the Workplace Prevention Training Standards

All agencies using the DHRM training shall conform with DHRM's Violence in the Workplace Prevention (VWP) training standards.

2.0 VWP Training Delivery Methods

Agencies may choose one, or a combination of, the following methods to train agency employees and supervisors/managers.

- A. A computer based training (CBT) module has been created and is recommended for training of all state employees.
- B. DHRM computer facilities will be available for the employee computer based training (CBT) as needed.
- C. Agency trainers may coordinate and deliver training to employees and supervisors/managers. Agency trainers may attend a DHRM train-the-trainer session and receive certification as a VWP instructor.
- D. Trainers from different agencies may partner, and team up, to do both employee and supervisor training.

3.0 Trainer Education

- 3.1 DHRM will offer a train-the-trainer course in Prevention of Violence in the Workforce for agency trainers.
- 3.2 DHRM will also offer a trainer manual which may be reproduced by agencies and used for employee and supervisor VWP training.

4.0 Training Records Management

- 4.1 Employees, supervisors and managers who successfully complete a DHRM-approved VWP training course shall be provided with a Certificate of Completion.
- 4.2 Agencies are responsible for assuring that a record is maintained of VWP training that has been completed by agency employees, supervisors and managers.
 - a. VWP records shall be maintained in the HRE Training Records Management system.
 - b. A copy of the signed and dated Certificate of Completion shall be maintained in the employee's personnel file.

4.3 The master training file shall include:

Copies of DHRM VWP training and testing materials.

4.4 Agencies with HRE Training Records Management:

- a. Responsible for entering data.

Agencies without HRE Training Records Management:

- b. HR Directors or representatives will hold all certificates until HRE Training Records Management is installed. Agency will then be responsible for entering data. Agency will send a list of trained employees and supervisors/managers to DHRM.

5.0 VWP Course Curriculum

- 5.1 VWP employee, supervisor and trainer course material will be developed by DHRM in both hard copy and CBT formats.
- 5.2 A copy of training materials will be provided to all instructors who complete the DHRM train-the-trainer@course.
- 5.3 Agencies will be responsible for reproduction of materials over and above those provided by DHRM.
- 5.4 Agencies may supplement DHRM training materials with agency-specific VWP training materials.